



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

August 11, 2000

The Office of State Uniform Payroll (OSUP) and other sections within the Division of Administration are currently working toward the implementation of the new ISIS Human Resource (HR) System. This system will replace the Uniform Payroll System (UPS) which is currently paying approximately 55,000 state employees. Conversion to this new system in January 2001 will bring changes in the way that OSUP processes vendor payments and the information provided in reports, electronic files, diskettes, etc.

Under the current payroll system, payments are remitted either biweekly or monthly. Employee detail is provided on hard copy reports, electronic files, diskettes or cartridge tapes. This information is summarized according to the remit period activity with each employee having one line of information. In addition, biweekly payments include a hard copy report of void and supplemental activity for an employee. Monthly payments include an additional summary report, which contains totals by control number.

With conversion to the ISIS HR system, OSUP will remit vendor payments and employee detail daily depending on the payroll activity. Employee detail will continue to be provided via current media methods with the exception of cartridge tapes. However, this information will not be summarized to one line for each employee. Employees may have multiple transaction lines depending on payroll activity for that employee. For example, a monthly payment would consist of at least two lines for each employee paid for two pay periods during the month. An "off cycle" (supplemental) check would generate another line of entry.

Changes will also be made in agency numbering schemes. The current Control Numbers and PRN Numbers will be replaced by Personnel Area numbering scheme in ISIS HR. OSUP will furnish a "walk over" report to each vendor in September that will identify the old numbering scheme and the corresponding ISIS HR System numbers.

Vendors need to evaluate present systems to assure their compatibility to the ISIS HR processes described above. Failure to comply may result in loss of payroll slot. To assist vendors with this evaluation, please complete the attached form and return to OSUP by September 1, 2000. You may FAX this form to (225) 342-1650.

If you should have any questions concerning this matter, please contact Ms. Laura Odom at (225) 342-5332.

Sincerely,

Ronald S. Mitchell, Director

RSM:LAO

Attachments

c: Vendor file
Reading file

System Evaluation Form

«Vendor_Name»
«Remit_Address_1»
«Remit_Address_2»
«City_State_Zip»

«VendorCode»

1. Can you currently process biweekly payments and employee detail on a daily basis? (Biweekly vendors only)	Yes	No
If your answer is <u>NO</u> , how do you plan to address this internally before January, 2001?		
Comments: _____ _____ _____ _____		
2. Can you currently handle multiple lines of detail for an employee for either a monthly or biweekly payment? (Biweekly and Monthly vendors)	Yes	No
If your answer is <u>NO</u> , how do you plan to address this internally before January, 2001?		
Comments: _____ _____ _____		

«Contact_Name_1»
«Coordinator»